The UNIVERSITY of OKLAHOMA | HEALTH CAMPUS

# Time, Attendance and Leave (TAL) Training Guide For Employees

The UNIVERSITY of OKLAHOMA | HEALTH CAMPUS

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# 1 Overview

The purpose of the Time, Attendance and Leave (TAL) system is to ensure employee's time and attendance are recorded properly and routed through the appropriate channels for approval.

**NOTE:** Emails to the user regarding TAL notifications and updates will come from EcotimeAlert@hbscorp.com.

# 2 Employee's Responsibility

1. Time Reporting: Hourly employees will enter time by using either the web clock (https://ouhsc.ecotimebyhbs.com/ecotimeWCsso) or the wall clock. Salaried employees will only need to enter exception time (i.e., leave time) using the TAL website (https://ouhsc.ecotimebyhbs.com/ecotimesso).

2. Leave Requests: Submit leave requests to his/her supervisor for approval.

3. Reviewing Timesheet: Review time and leave entry on his/her timesheet prior to, but no later than, the last working day of the pay period.

4. Requesting Corrections: Inform his/her supervisor or payroll coordinator of any edits and/or corrections prior to the end of the pay period or as soon as possible.

5. Completing Timesheet: Electronically approve the timesheet by marking it as complete. This will allow the timesheet to be reviewed and approved by the employee's designated supervisor and payroll coordinator. Employees without computer access will have an alternate procedure outlined by the department.

**NOTE:** Hourly employees that do not have access to the TAL system (due to not having computer access or not being on the OUHSC network) should use a paper timesheet to log hours. The paper timesheet can be found on the Payroll Services page under Forms & Tools at Timesheet for Hourly Employees - Paper Form. Supervisors must enter this time in TAL. Employees with computer access off the campus network can approve the timesheet in TAL, otherwise they can sign and approve the paper timesheet. The final paper timesheet should be attached in TAL to the relevant pay period.
Salary employees that are a <.75 FTE that do not have access to the TAL system will be asked by their department to use a paper timesheet to track ACA (Affordable Care Act) hours. The paper timesheet for tracking ACA hours can be found on the TAL

Resources page at https://financialservices.ouhsc.edu/departments/payroll-services/tal-resources/payroll-tal named "ACA Tracking (Excel)" or "ACA Tracking (PDF)." This completed form should be scanned and attached to the relevant timesheet in TAL.

**NOTE:** Temporary employees will use the TAL system to record time worked. If they do not have access to the TAL system, they may utilize a paper timesheet where the supervisor or payroll coordinator will need to record their hours. Supervisors or payroll coordinators should scan and attach this paper timesheet to the relevant timesheet in TAL. Temporary employees will be paid on the same bi-weekly cycle as all other University employees.

## 3 Signing into the Web Clock (Hourly Employees Only)

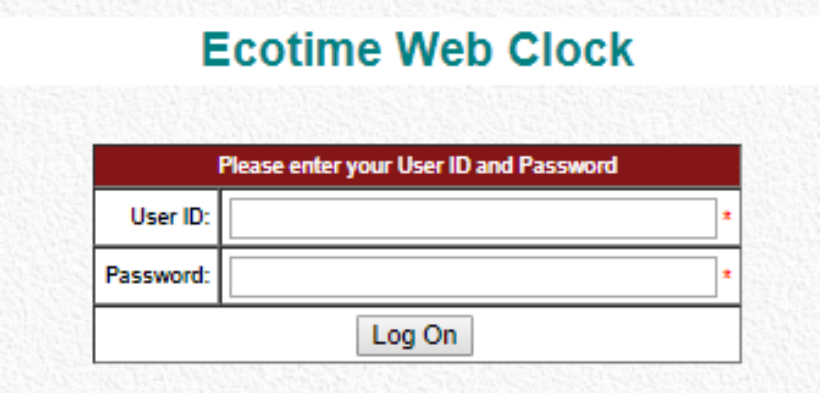
Hourly employees with web access will utilize the web clock to clock in and clock out daily via https://ouhsc.ecotimebyhbs.com/ecotimeWCsso.

**NOTE:**

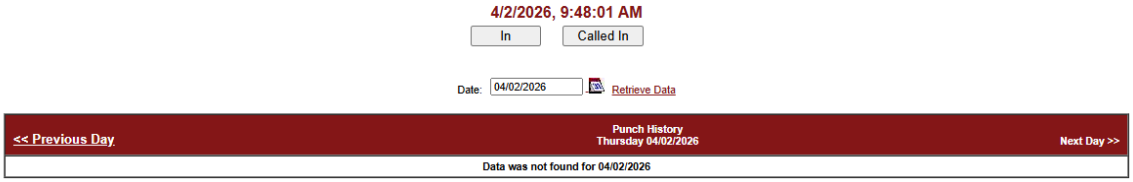
- An hourly employee must use the same method to clock out as they used to clock in. (Example: The TAL system will not recognize a clock out punch on the web clock if the clock in punch was done on a wall clock, and vice-versa.)
- The web clock link CANNOT be accessed outside of the OUHSC network.
- University policy for time rounding rules can be located at http://www.ouhsc.edu/policy/#300, Section 313.

1. Go to **https://ouhsc.ecotimebyhbs.com/ecotimeWCsso**.

2. Enter ID and password: Enter your OUHSC User ID and password, click Log On or press enter. If you do not know your OUHSC User ID and/or password, contact the IT Service Desk at (405) 271-2203.




3. Clock In/Out: Click In or Out button.




# 4 Signing into a Wall Clock (Hourly Employees Only)

Wall clocks are available for employees who do not have computer access. The wall clock is a touchscreen device mounted on the wall that communicates with the TAL system. All wall clocks are touchscreen devices.

**NOTE:**

- An hourly employee must use the same method to clock out as they used to clock in. (Example: The TAL system will not recognize a clock out punch on the web clock if the clock in punch was done on a wall clock, and vice-versa.) Employees *may* choose to clock in and clock out on two or more wall clocks throughout any given day without any errors.
- University policy for time rounding rules can be located at http://www.ouhsc.edu/policy/#300, Section 313.

1. Sign In:

   a. Swipe ID: Swipe the black strip of your OUHSC OneCard (with the picture side up) along the bottom slot of the wall clock.

   OR

   b. Enter ID: If you do not have your OneCard, enter your OUHSC employee ID (six-digit HR employee number). If you type the number incorrectly, it can be corrected by using the ← arrow.

2. Clock In/Out: Verify your name and click the relevant button, for example, In, Out, Exit, and More. Definitions of each button on the wall clock are below.

**Wall clock button definitions:**

| Display | Definition |
|---|---|
| In | This button is used to clock in at the beginning of a shift, including returning from meal breaks. |
| Out | This button is used to clock out at the end of a shift, including the start of meal breaks. |
| Exit | This button gives the ability to cancel the operation and go back to the beginning or back to the previous screen. |
| More | This button gives access to additional items, outlined below. Employees should not utilize the buttons outlined below unless instructed to do so. |
| In With | This button is used only for employees who are clocking in as a standardized patient. The next screen will prompt the user to select which standardized patient code to use for his/her shift in a drop down menu. |
| Transfer | This button is used to add or change a job code during a shift. |
| In Call Back | This button is used only when a user is clocking in while on call. |

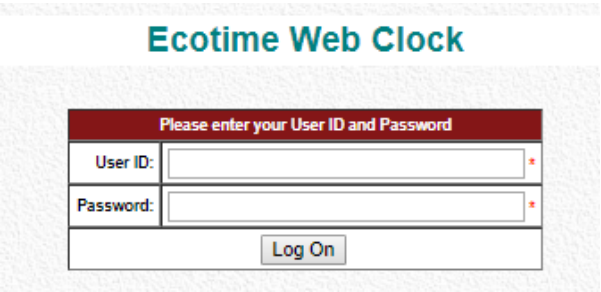
# 5 Standardized Patients

Standardized Patients can access TAL using the **Web Clock** link https://ouhsc.ecotimebyhbs.com/ecotimeWCsso or the wall clock.

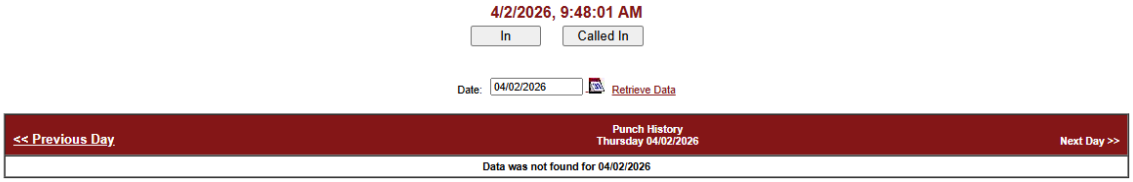
**Web Clock Instructions**

1. Go to **https://ouhsc.ecotimebyhbs.com/ecotimeWCsso**.

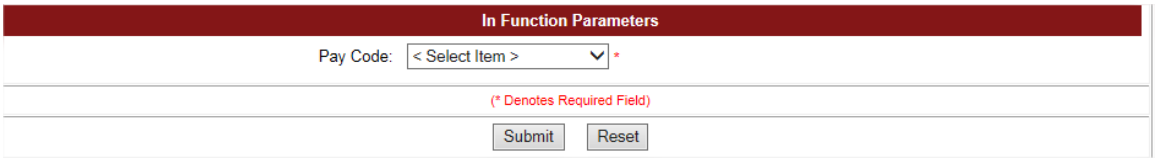
2. Enter your OUHSC User ID and password, click Log On or press enter. If you do not know your OUHSC User ID and/or password, contact the IT Service Desk at (405) 271-2203.




3. Clock In/Out: Click In or Out button.




4. Pay Code: This screen will allow you to select the correct pay code from a drop down list.




## Wall Clock Instructions

1. Sign In:

    a. Swipe ID: Swipe the black strip of your OUHSC OneCard (with the picture side up) along the bottom slot of the wall clock.

OR

    b. Enter ID: If you do not have your OneCard, enter your OUHSC employee ID (six-digit HR employee number). If you type the number incorrectly, it can be corrected by using the ←arrow.

2. Clock In/Out: Verify your name and click the relevant button, for example, In, Out, Exit, and More. Do not use In button to clock in. ONLY use the **More** button when clocking in.
3. **In With:** Select the correct pay code from a list and then click **OK**. The **Transfer** button will allow the user to transfer from one pay code to another without having to clock out. Employees also have the option to push the **Back** button and **Cancel** button.

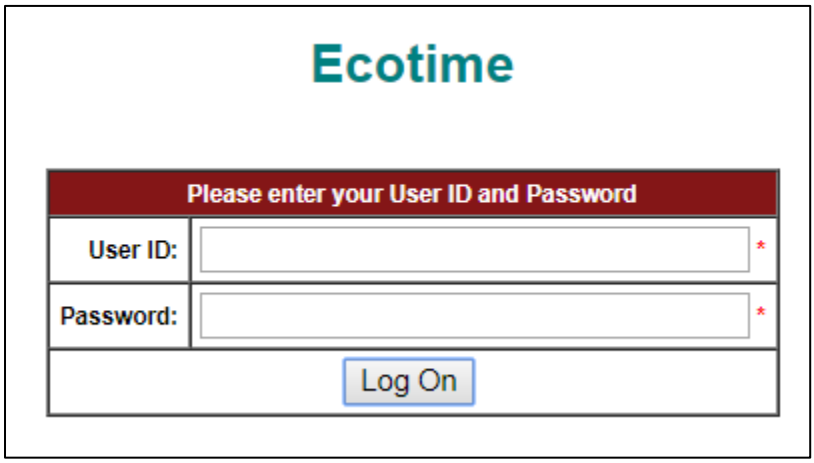
# 6 General Navigation of TAL Website

## 6.1 Signing In

All employees (hourly and salary) can sign into TAL using his/her OUHSC User ID and password from any location (on/off campus).

a. Go to **https://ouhsc.ecotimebyhbs.com/ecotimesso/**.

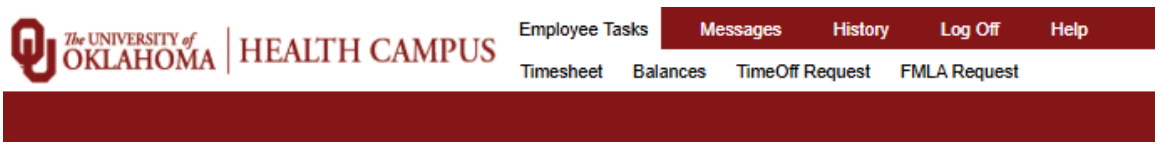
b. Enter your OUHSC Network ID and Password, click Log On or press enter.




## 6.2 Menu Bar

A menu bar is located at the top of the screen. Each tab allows you to perform particular functions. Click on a tab to display those functions (see screenshot below).

Employees have access to the tasks listed in the screenshot below: **Timesheet**, **Balances**, **TimeOff Request**, and **FMLA Request**.




## 6.3 General Navigation: Buttons

Buttons with icons give the user quick access to commands, procedures, and functions. Below is a table that defines the actions/description of each button.

| Icon | Action |
|---|---|
| | Save & Calculate – Saves and calculates the data on the timesheet. |
| | Reset – Resets all unsaved changes. |
| | Notes – View, add and edit notes. |
| | Attachment – add an attachment to a timesheet. Attachments can be added by employees, supervisors, or payroll coordinators. They are viewable by all who have access to the timesheet, but can only be deleted by the person who added them. |
| | Complete – Certifies that timesheet is complete and ready for supervisor to review and approve. This is done at the end of the pay period. |
| | Remove Complete – Removes completion status from timesheet. Do this when changes are needed. |
| | Calculate Timesheet – Calculates any balance adjustments that may apply. Shows how time entered will cascade. |
| | Balances – Displays current leave balances up to the present day. |
| | Timesheet Audit – Shows all changes made to the selected timesheet. |
| | Print – Prints the timesheet. |

## 6.4 Errors/Warnings on Timesheet

Warnings/Errors can be seen on the timesheet as an icon next to the day in which they occur.

**Warning:** Review the timesheet and ensure it is accurate.
**Error:** Must be corrected before timesheets are locked.

**List of Warnings**

| Warning Flag | Description |
|---|---|
| 1 | FMLA Exceed Planned Hours |
| C | Paid Leave Shift > Shift |

| Warning Flag | Description |
|---|---|
| G | Hours/Day > 12 |
| H | Hours/Week > 70 |
| J | Invalid Holiday |
| K | < Hours/Week |
| O | Insufficient PTO |
| P | Insufficient Sick |
| Q | Insufficient Vacation |
| R | Insufficient ESL |
| S | Insufficient Comp |

**List of Errors**

| Error Flag | Definition |
|---|---|
| 2 | FMLA Exceed Yearly Hours |
| 3 | FMLA Outside of Interval |
| 6 | Activity Required |
| B | Time In = Time Out |
| D | Employee Not Active |
| E | Employee Not Found |
| F | > 24 Hours/Day |
| I | Notes Required |
| M | Hours Before Hire Date |

# 7 Employee Tasks

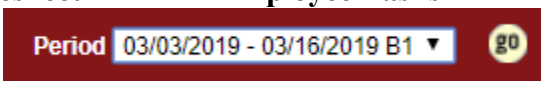
Timesheet and web clock options will differ for hourly (non-exempt) and salaried (exempt) employees.

## 7.1 Correcting timesheet entries as an Exempt Employee

Exempt employees:

- Allowed to review and edit all parts within their own timesheet
- Will only record exception time on their timesheet

1. Access the Timesheet: Click **Timesheet** under the **Employee Tasks** tab
2. Select pay period and click go:




3. Add exception time:
   a. **Reason** – Chose the reason for the absence from the drop down menu.
   b. **Enter** – Enter the exception time on the relevant day.

| | | ← Week 2: Hours | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Hours Type | Message | Sun 03/29 | Mon 03/30 | Tue 03/31 | Wed 04/01 | Thu 04/02 | Fri 04/03 | Sat 04/04 | Total |
| Leave Taken Unscheduled | | | | | 8.00 | | | | 8.00 |
| <Select Hours Type> | | | | | | | | | 0.00 |
| <Select Hours Type> | | | | | | | | | 0.00 |
| <Select Hours Type> | | | | | | | | | 0.00 |
| Totals: | | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |

4. Save: Click on the button. View updated timesheet.

## 7.2 Timesheets for Hourly Employees

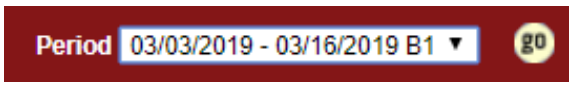
Hourly Employees:

- Allowed to review and complete their own timesheet
- Can add Notes or Attachments
- Should clock in using the web or wall clocks to record work time
- Leave is logged by approval of a **TimeOff Request** or entered by a supervisor

**Viewing a Timesheet**

1. Access the Timesheet: Click **Timesheet** under the **Employee Tasks** tab.

2. Select pay period and click go to display a timesheet:




3. A timesheet has two sections: **input summary** and **worked hours**.
   a. Input Summary: Summary of time submitted for each day during the pay period.

   - **Worked** row shows the hours/minutes that an employee worked by clocking in/out via the web clock and/or wall clock for that particular day.
   - **Exceptions** row shows the exception hours recorded for an employee on that particular day. Examples of exception time are Leave Taken Scheduled, Leave Taken Unscheduled, Admin Leave, etc.

Show Pay Period Details

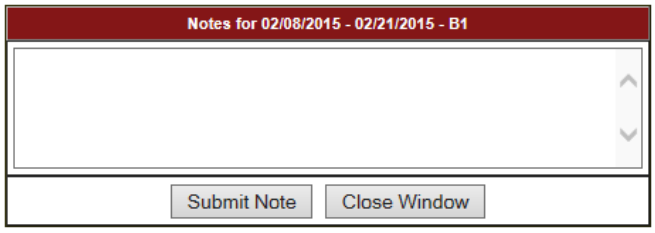
| Timesheet Summary | | | | | | | | | | | | | | | | | Hide |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hours | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Week Total | Sun 03/29 | Mon 03/30 | Tue 03/31 | Wed 04/01 | Thu 04/02 | Fri 04/03 | Sat 04/04 | Week Total | Total |
| Worked | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 |
| Exceptions | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 |
| Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Comp. Time Election | | | | | | | | | | | | | | | | | |
| Comp | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |

   b. Worked Hours: Displays the actual time recorded from the web clock and/or wall clock.

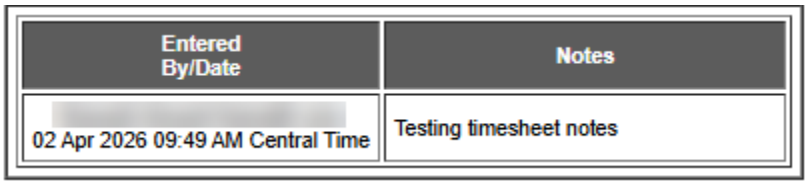
| Worked Hours on Wednesday 04/01/26 | | | | | Show Exceptions |
|---|---|---|---|---|---|
| Time In/Out | Overnight | Hours | Minutes | Hours Type | Message |
| | Total: | 0 | 0 | | |

## Adding Notes to a Timesheet:

1. Click the note icon:



2. Type a note: Notes can be seen by the employee, their Supervisor and Payroll Coordinator. Protected Health Information does not belong in the notes section.
3. Submit the note: All notes submitted are permanent. Click Submit Note. The system confirms submission of the note by displaying it below the text box:

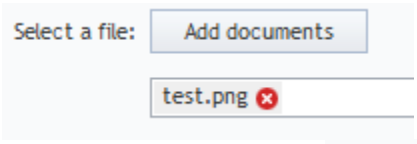


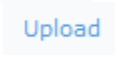

4. Close the note window: Click on the Close Window button when finished.

**Attaching a Document to a Timesheet:**

1. Click the attachment icon:
2. Click the add new icon:
3. Enter the document title and description in the spaces provided.

4. Click Add Documents icon: Add documents
5. Navigate to and select the document to be uploaded.
6. The document will upload and show in the system window:




7. Click upload in the bottom right of the window: 

8. Click the save icon at the top of the window:

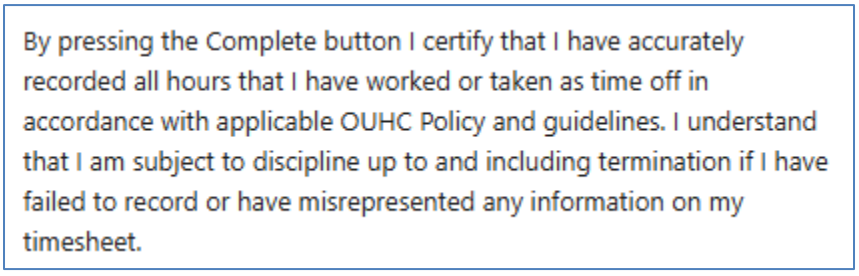
## Compensatory Time Functionality

Employees who are eligible for overtime may choose to accumulate compensatory hours in lieu of overtime payments. Compensatory hours are earned at the time the hours are worked and used as leave hours at another time. Employees should discuss these options with their supervisor. A Comp Time Agreement must be signed by the employee to earn compensatory hours. If approved, the supervisor must change the employee in the TAL system to a compensatory time-earning employee.

## Marking a Timesheet as Complete

Employees are required to mark timesheets as complete at the end of each pay period.

1. Review timesheet: Look over hours, and add notes or attachments if needed.
2. Mark timesheet as complete: Once correct click in the upper right hand corner of the screen. The system will display the following message:




Read the message, click

.

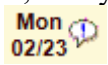
**NOTE:** Hourly employees must inform your supervisor or payroll coordinator of any edits and/or corrections before the end of the pay period. Changes must be made, timesheet completed and approved before timesheets are locked.

## 7.3 Timesheets for Salaried Employees

Salaried employees do not enter regular work hours and do not clock in/out via web clocks or wall clocks. Salaried employees working more than .75 FTE only need to add/edit/view exception time in the TAL system before submitting timesheets.

Exception time includes: Leave Taken Unscheduled, Admin Leave, Jury Duty, Professional Leave, Holiday Pay, Leave Taken Scheduled, etc.

**Exception Time Reporting:**

1. Click **Timesheet** under the **Employee Tasks** tab, select the appropriate pay period from the drop down menu and click Go.
2. Use the drop down list under **Hours Type** to select the type of leave used.
3. Enter the hours in the appropriate day column. Hours can be entered in quarter hour increments.
4. Save the exceptions, click at the top of the timesheet screen.
5. If invalid time was entered into a field, the system will mark the day with the error by displaying an icon like this: 

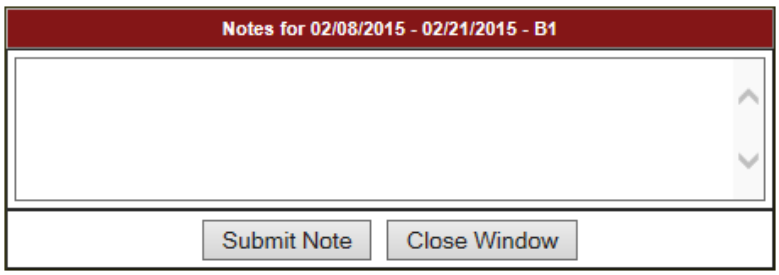
. The warnings/errors will also be described in the **Message Descriptions** area at the bottom.

**NOTE:** Error letter K should be ignored by salaried employees.

**Adding Timesheet Notes:**

Employees have the ability to add notes to a timesheet that are pertinent to time reporting. All notes entered are permanent.

1. Click the note icon: A screen is then displayed which allows the user to add a note as shown below:



2. Type the text in the box provided. Notes can be seen by the employee, their Supervisor and Payroll Coordinator. Protected Health Information (PHI) does not belong in the notes section.

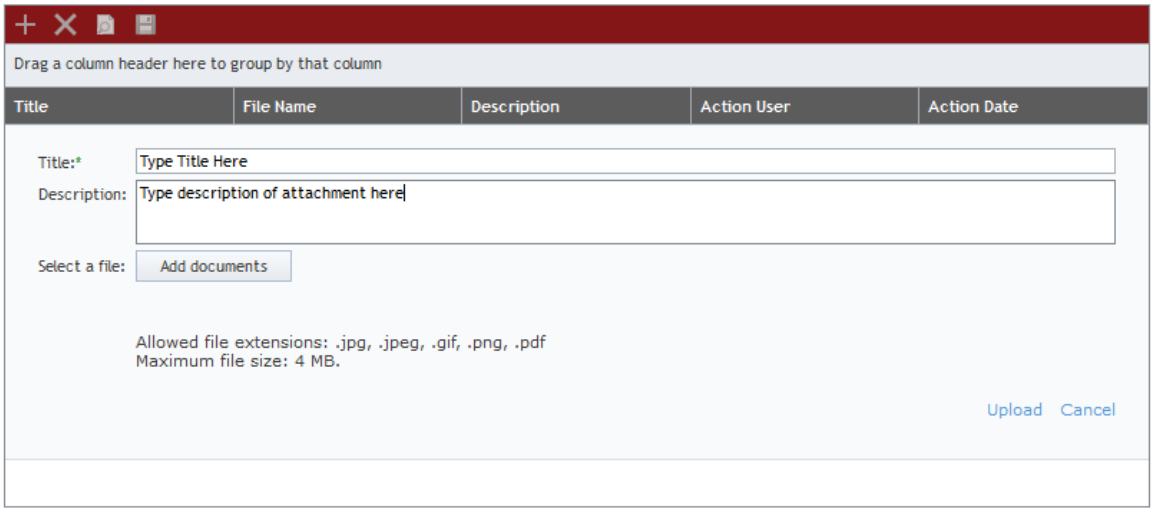
3. Click on the Submit Note button. The system confirms submission of the note by displaying it below the text box:

| Entered By/Date | Notes |
|---|---|
| [redacted] 02 Apr 2026 09:49 AM Central Time | Testing timesheet notes |

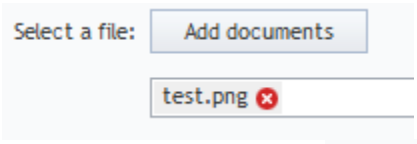
4. Click on Close Window.

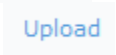
**Attaching a Document to a Timesheet:**

1. Click the attachment icon:
2. Click the add new icon:
3. Enter the document title and description in the spaces provided.




4. Click Add Documents icon: Add documents
5. Navigate to and select the document to be uploaded.
6. The document will upload and show in the system window:




7. Click upload in the bottom right of the window: 

8. Click the save icon at the top of the window:

## Marking a Timesheet Complete

Employees are required to mark timesheets as complete at the end of each pay period.

1. Review timesheet: Look over hours, and add notes or attachments if needed.
2. Mark timesheet as complete: Once correct click in the upper right hand corner of the screen. The system will display the following message:

> By pressing the Complete button I certify that I have accurately recorded all hours that I have worked or taken as time off in accordance with applicable OUHC Policy and guidelines. I understand that I am subject to discipline up to and including termination if I have failed to record or have misrepresented any information on my timesheet.

Read the message, click

.

## Changing a Timesheet

If an employee marks a timesheet as complete, but later determines that changes are needed, the timesheet can be changed; however, the steps he/she takes to change the timesheet depend on the following scenarios.

**Scenario 1 – Changing an unapproved completed timesheet:** Click the button. The timesheet reverts from **(Not Approved, Completed)** to **(Not Approved Not Completed)**. Make the necessary changes, save and click complete so that the timesheet is once again complete and awaiting approval.

**Scenario 2 – Changing an approved timesheet:** The save and complete buttons will not be available if the timesheet has been reviewed and approved by the supervisor and/or payroll coordinator. The timesheet will display the following message: "Approved

timesheet is Read only." In this case, contact your supervisor and/or payroll coordinator so they can unapprove the timesheet. After it is unapproved, follow the steps in **Scenario 1**.

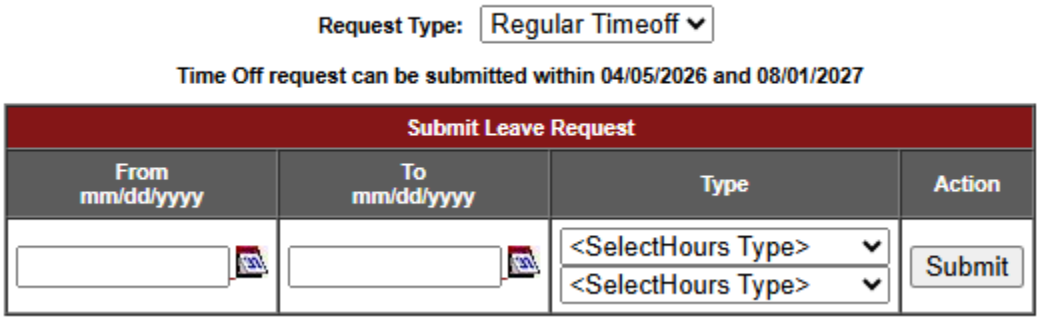
**Scenario 3 – Supervisor or Payroll Coordinator changes an employee's timesheet:** If the supervisor or payroll coordinator makes changes to a timesheet, the approval (if previously approved) is removed and the timesheet is returned to you. In this situation, the timesheet displays the following message: "You must complete timesheet again because changes have been made." The TAL system changes the status from **(Approved, Completed)** to **(Not Approved Not Completed)**. After reviewing changes, save the timesheet and click to complete.

## 7.4 Leave Requests Submitted by an Employee

### Submitting a Leave Request

An employee can request leave in advance for FMLA or Regular time. When supervisors approve leave requests, the hours will automatically populate to the relevant timesheet.

1. Click on the **TimeOff Request** tab located on the **Employee Tasks** tab. The screen will list any previously submitted requests along with the following submission tool:



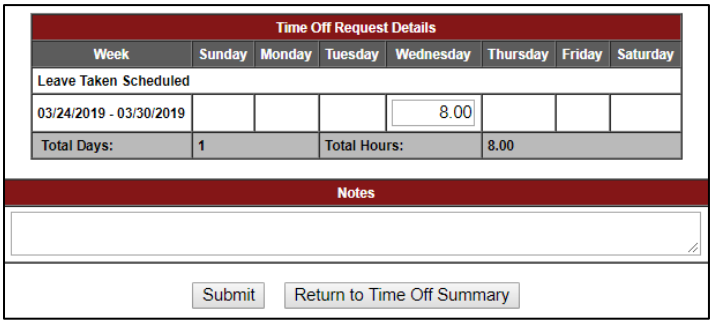

2. Enter From and To dates for leave period: Click to select a date from the calendar; the calendar highlights today's date by default. Or type the date in the field using the format mm/dd/yyyy.

3. Select **Leave Taken Scheduled** in the drop down menu under **Type**. If you have a pre-approved FMLA event, you will have the option in the drop down

to request time off for this event.

**NOTE:** The TAL system cascades leave balances properly. The system will first check to see if you have any hours in your Banked holiday balance. If you have a balance available, the system will use it until it is forced to move to the next option. Supervisors and Payroll Coordinators will not have to track this time outside the TAL system. Cascading leave keeps all employees compliant with the staff handbook guidelines.

4. Click the Submit button. A leave request detail screen will be displayed.

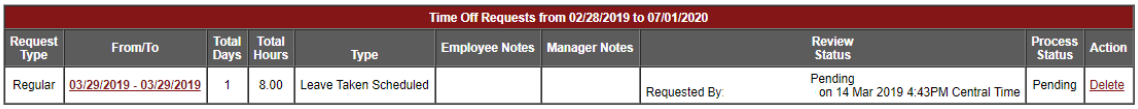



5. The system defaults hours based on the employees FTE, but employees can adjust the number of hours as needed. If a partial day is requested, the system will not show the hours the employee will be out (i.e., 8am-noon) but the employee can put the number of hours needed and add the time to the notes section of the request.

   **NOTE:** If an employee's schedule is on a weekend the system will not default the number of hours in the leave request. The employee must fill them in before submitting.

6. If a note is required, the user can add one at this time. This note will be seen by the supervisor and payroll coordinator, Personal Health Information does not belong in the notes section.

7. Click Submit. Next, click on Return to Time Off Summary where it will display your pending request as seen below:



Time Off Requests from 02/28/2019 to 07/01/2020

| Request Type | From/To | Total Days | Total Hours | Type | Employee Notes | Manager Notes | Review Status | Process Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| Regular | 03/29/2019 - 03/29/2019 | 1 | 8.00 | Leave Taken Scheduled | | | Requested By: Pending on 14 Mar 2019 4:43PM Central Time | Pending | Delete |

The display indicates that the leave request is pending approval and can be deleted if necessary prior to supervisor approval.

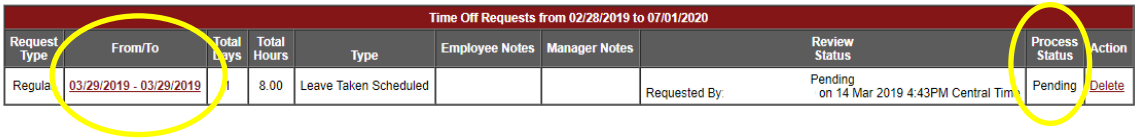
**NOTE:** Clicking [Return to Time Off Summary] without first clicking [Submit] will take you back to the **TimeOff Request** page without submitting your request, and you will need to re-enter your request details.

8. Supervisors will receive notification from the TAL system that a request is awaiting approval. Emails to the supervisor may be delayed as much as an hour. Once the leave request is approved or denied, the employee will receive notification via email and on the **Messages** tab in the TAL system.

## Viewing and Editing Leave Requests

The user can view and edit submitted leave requests on the **TimeOff Request** screen.

1. **View or edit a pending request,** click the date hyperlink and review, edit, and read/submit notes



Time Off Requests from 02/28/2019 to 07/01/2020

| Request Type | From/To | Total Days | Total Hours | Type | Employee Notes | Manager Notes | Review Status | Process Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| Regula | 03/29/2019 - 03/29/2019 | | 8.00 | Leave Taken Scheduled | | | Requested By: Pending on 14 Mar 2019 4:43PM Central Tim | Pending | Delete |

2. **Edit an approved or denied request**, the employee needs to contact their supervisor and request the supervisor change the leave request status back to "Pending" so the employee can edit it.

**NOTE:** Leave requests for future pay periods will remain in processing status until the pay period occurs. Leave requests for the current pay period will immediately be processed and cannot be changed by an hourly employee.

## 7.5 Balances

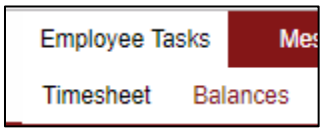
## Balance Screen Definitions:

| Column | Definition |
|---|---|
| Category | Type of leave. |
| Starting Balance | Beginning balance for the period. |
| Earned | Total amount of leave earned to date. |

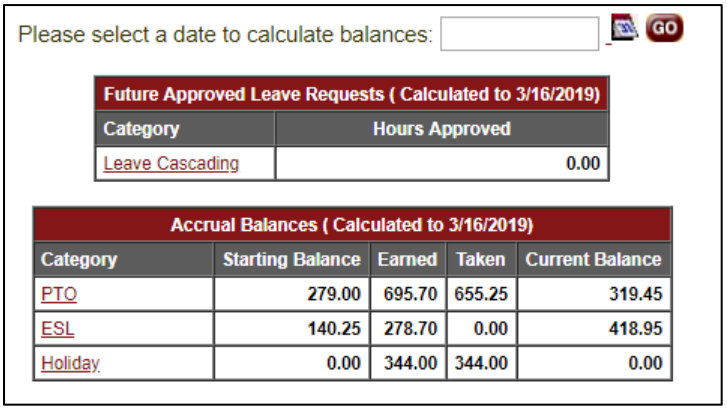
| | |
|---|---|
| Taken | Amount of time employee has used or has been paid for, which has not been previously deducted from the starting balance. |
| Current Balance | Current amount for the period to which the employee is entitled. This would reflect the starting balance + leave earned – leave taken. |
| Future Approved Leave Requests | Leave that has been approved by supervisor for a future period not yet populated on a timesheet. |

## Viewing Balances

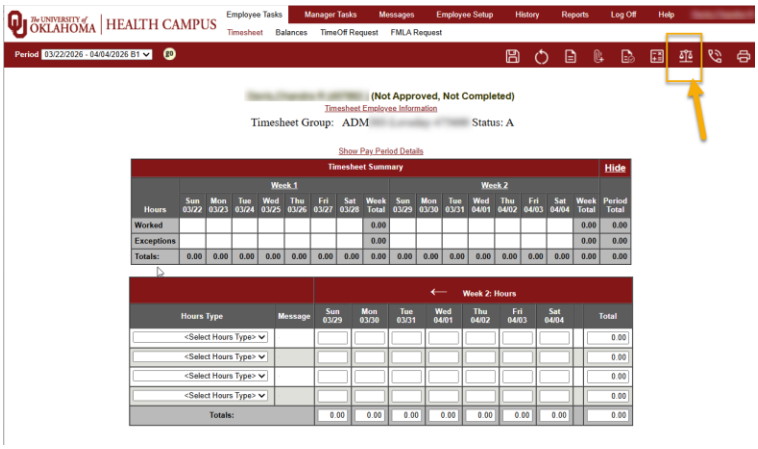
To view balances, click on the **Balances** tab located on the **Employee Tasks** bar. The TAL system displays all balances by category.




1. Click on the specific leave type under **Category** to see leave details. The categories shown above will vary depending on the employee.
2. To see leave balances as of a previous date, enter a date in the box "Please select a date to calculate balances" and click GO. The results will be the balances as of the chosen date.




3. The user may also access balances from a timesheet by clicking the icon from the toolbar.

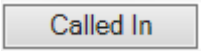


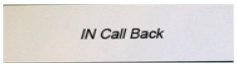

## Accruals

Accruals are run after every pay period or annually based on the accrual type. Employees that are benefit/paid leave eligible can see the accrual calculations at the Leave Accrual for Health Sciences Center Programs on the HR website. Postdoctoral Research Fellows and/or Residents, please see your relative handbook for leave policies and schedules. General employee paid leave balances that are accrued biweekly are posted around Wednesday following the pay period for which they are accrued. Leave is accrued after a period. Leave is available for use as soon as it is posted to the balance tables.

## 7.6 On Call

This section shows the employee how to record time when On Call.

1. Employee is placed "on call" by their supervisor.
2. Employee is called into work during on call hours the TAL system will then record these hours as Call Back Worked (CBW) and show this time on the timesheet. Employees must clock in one of the following ways:
   a. **Web Clock Call Back -** use the 

button
   b. **Wall Clock Call Back -** use the 

button which is found under the **More** section of the Wall Clock

Show Pay Period Details

| Timesheet Summary | | | | | | | | | | | | | | | | Hide |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hours | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Week Total | Sun 03/29 | Mon 03/30 | Tue 03/31 | Wed 04/01 | Thu 04/02 | Fri 04/03 | Sat 04/04 | Week Total | Total |
| Worked | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 9.00 | 49.00 | | 8.00 | 8.00 | 8.25 | 8.25 | 8.00 | | 40.50 | 89.50 |
| Exceptions | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 |
| Totals: | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 9.00 | 49.00 | 0.00 | 8.00 | 8.00 | 8.25 | 8.25 | 8.00 | 0.00 | 40.50 | 89.50 |
| Stand-By | | | | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Comp. Time Election | | | | | | | | | | | | | | | | | |
| Comp | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| Paid Summary | | | | | | | | | | | | | | | | | |
| Regular | | 8.00 | 8.00 | 8.00 | 7.00 | | | 31.00 | | 8.00 | 8.00 | 8.25 | 8.25 | 7.50 | | 40.00 | 71.00 |
| Overtime 1.5 | | | | | 1.00 | 8.00 | | 9.00 | | | | | | 0.50 | | 0.50 | 9.50 |
| On Call Schedule (OC1) | | | | | | 1.50 | | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | | 9.00 | 10.50 |
| Call Back Worked (CBW) | | | | | | | 9.00 | 9.00 | | | | | | | | 0.00 | 9.00 |

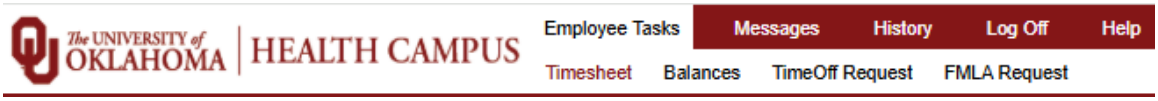
| Worked Hours on Saturday 03/28/26 | | | | | Show Exceptions |
|---|---|---|---|---|---|
| Time In/Out | Overnight | Hours | Minutes | Hours Type | Message |
| Time In: 8 00 A.M.<br>Time Out: 5 00 P.M. | | 9 | 00 | Call Back Entry | |
| Total: | | 9 | 00 | | |

## 7.7 Banked Holiday

The TAL system allows you to bank holiday hours for hours that you work on a University defined holiday.

**Recording Banked Holiday – Salary Employees**

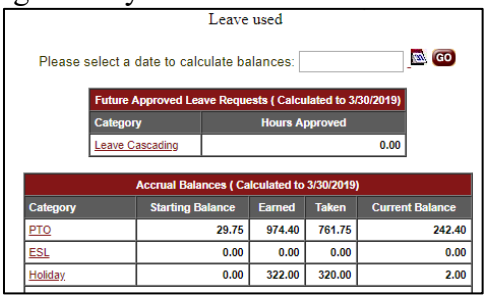
1. Click **Timesheet** located on the **Employee Tasks** tab.




1. Holiday pay is automatically populated to your timesheet. **Holiday Pay hours are earned based on your FTE.** Reduce the number of holiday hours by the number of hours you worked. Click Save.
   - Example: You earn 8.00 hours holiday, but you worked 2. Change the holiday hours on that day to 6. This will put 2 hours toward your Banked Holiday. You will be paid 6 hours holiday and the remaining time as regular work time.

| Hours Type | Sun 01/11 | Mon 01/12 | Tue 01/13 | Wed 01/14 | Thu 01/15 | Fri 01/16 | Sat 01/17 | Week Total | Sun 01/18 | Mon 01/19 | Tue 01/20 | Wed 01/21 | Thu 01/22 | Fri 01/23 | Sat 01/24 | Week Total | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Holiday Pay | | | | | | | | 0.00 | | 6.00 | | | | | | 6.00 | 6.00 |
| Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |

2. Once the period is closed, to view the holiday balance, click **Balances** under the **Employee Tasks** bar.
    - **NOTE:** the Current Balance for Holiday is 2.00, which is what the employee in the example worked that day. Cascading rules will apply when using Holiday balances.



Leave used

Please select a date to calculate balances: GO

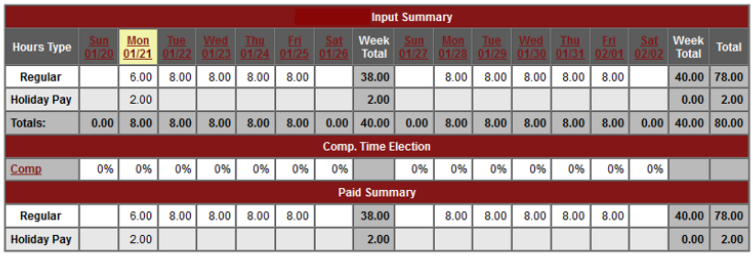
| Future Approved Leave Requests ( Calculated to 3/30/2019) | |
|---|---|
| Category | Hours Approved |
| Leave Cascading | 0.00 |

| Accrual Balances ( Calculated to 3/30/2019) | | | | |
|---|---|---|---|---|
| Category | Starting Balance | Earned | Taken | Current Balance |
| PTO | 29.75 | 974.40 | 761.75 | 242.40 |
| ESL | 0.00 | 0.00 | 0.00 | 0.00 |
| Holiday | 0.00 | 322.00 | 320.00 | 2.00 |

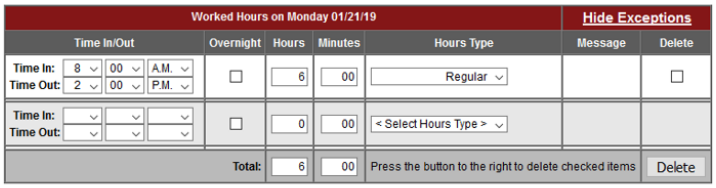
## Bank Holiday –Hourly Employees

The TAL system allows you to bank holiday hours for hours that you work on a University defined holiday.

1. Clock in and out for hours worked.
2. Supervisors need to reduce the holiday hours by the number of hours worked so the overall hours for the day equals the employees normal working hours.
    - Example: If you generally earn 8 hours a day holiday pay and you work 6 hours, your holiday hours should be reduced to 2 hours for that day so your total hours is 8. The remaining holiday hours will appear in your holiday leave balance and be used by TAL the next time you take leave.

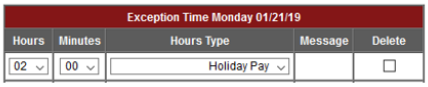


| Input Summary | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hours Type | Sun 01/20 | Mon 01/21 | Tue 01/22 | Wed 01/23 | Thu 01/24 | Fri 01/25 | Sat 01/26 | Week Total | Sun 01/27 | Mon 01/28 | Tue 01/29 | Wed 01/30 | Thu 01/31 | Fri 02/01 | Sat 02/02 | Week Total | Total |
| Regular | | 6.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 38.00 | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | 78.00 |
| Holiday Pay | | 2.00 | | | | | | 2.00 | | | | | | | | 0.00 | 2.00 |
| Totals: | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 80.00 |
| Comp. Time Election | | | | | | | | | | | | | | | | | |
| Comp | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| Paid Summary | | | | | | | | | | | | | | | | | |
| Regular | | 6.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 38.00 | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | 78.00 |
| Holiday Pay | | 2.00 | | | | | | 2.00 | | | | | | | | 0.00 | 2.00 |



| Worked Hours on Monday 01/21/19 | | | | | Hide Exceptions | |
|---|---|---|---|---|---|---|
| Time In/Out | Overnight | Hours | Minutes | Hours Type | Message | Delete |
| Time In: 8 00 A.M. Time Out: 2 00 P.M. | ☐ | 6 | 00 | Regular | | ☐ |
| Time In: Time Out: | ☐ | 0 | 00 | < Select Hours Type > | | |
| | Total: | 6 | 00 | Press the button to the right to delete checked items | | Delete |

Please Enter Exception Hours Taken, If Any:



| Exception Time Monday 01/21/19 | | | | |
|---|---|---|---|---|
| Hours | Minutes | Hours Type | Message | Delete |
| 02 | 00 | Holiday Pay | | ☐ |

3. Once the period is closed, to view the holiday balance, click **Balances** under on the **Employee Tasks** bar.
    - **NOTE:** the Current Balance for Holiday is 6.00, which is what the employee in the example worked that day. Cascading rules will apply when using Holiday balances.

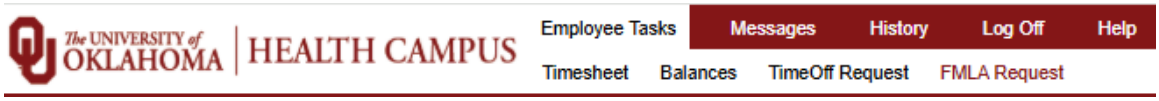
| Accrual Balances ( Calculated to 2/2/2019) | | | | |
|---|---|---|---|---|
| Category | Starting Balance | Earned | Taken | Current Balance |
| PTO | 142.20 | 815.21 | 767.25 | 190.16 |
| Comp | 0.00 | 0.00 | 0.00 | 0.00 |
| ESL | 0.00 | 0.00 | 0.00 | 0.00 |
| Holiday | 0.00 | 344.00 | 338.00 | 6.00 |

# 8 FMLA Requests

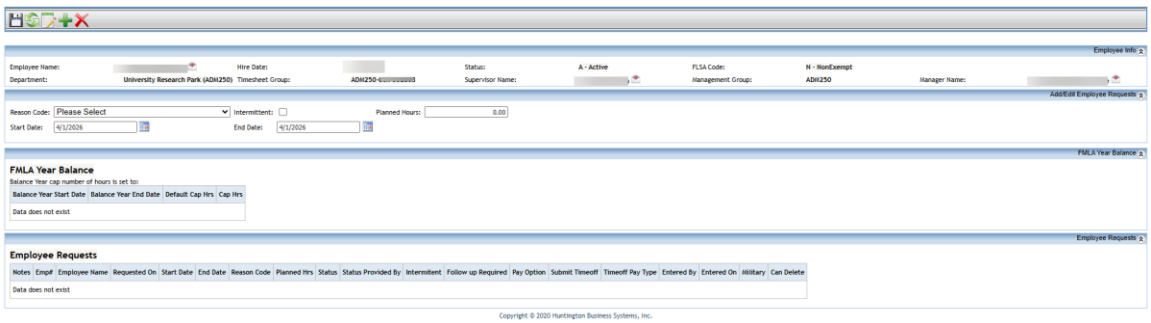
The FMLA section of the system allows employees to request FMLA, review FMLA event statuses, and track FMLA balances.

**FMLA Request Page Details:**

1. Navigate to **Employee Tasks** tab and select the **FMLA Request** tab:




2. Selecting the **FMLA Request** tab will take employees to the FMLA Request page. Along the top of the FMLA page is a toolbar that the employee will use to make the request.

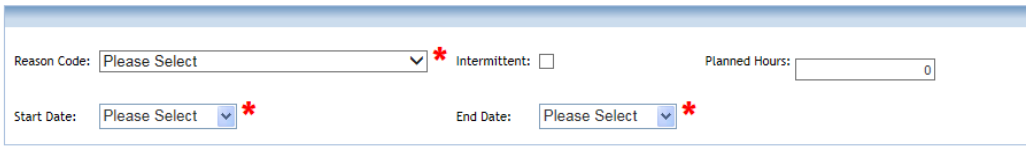


3. Toolbars contain buttons that give the user quick access to commands, procedures, and functions. Below is a table that defines the actions/description of each button.

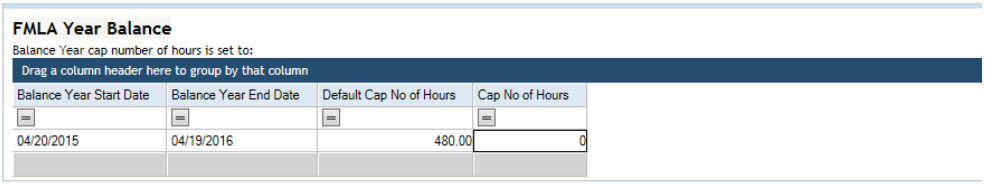
| Icon Example | Action |
|---|---|
| | Save – Saves the data on the page. |
| | Refresh – Refresh all data on the page. |
| | Edit – Allows changes to be made to the data. |
| | Add – Allows an FMLA event to be added. |
| | Delete – Removes FMLA event(s) from the page. |

4. The FMLA page has three sections.

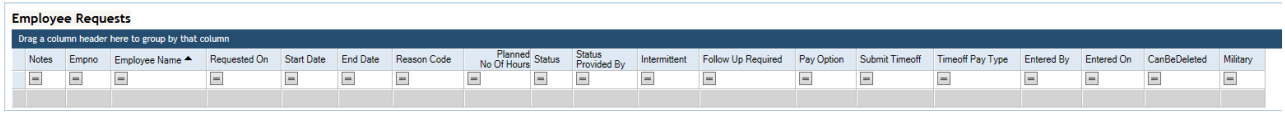
- The first section allows the employee to make an FMLA request:




- The second section, titled **FMLA Balance Year**, allows an employee to view the number of hours allowed in the FMLA year. The employee can also view any cap on the number of hours available:

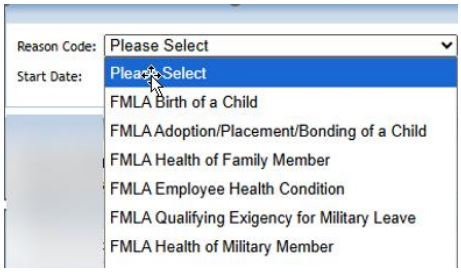



- The third section, titled **Employee Requests,** allows an employee to view the data on each FMLA request. The section shows when a request was made, the dates for the FMLA event, the FMLA reason, and the status of the request:

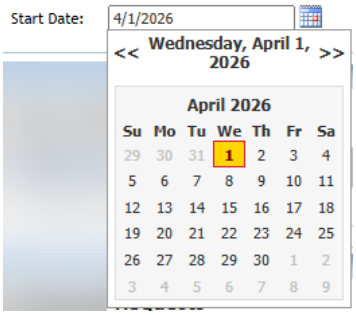



## To make an FMLA Request:

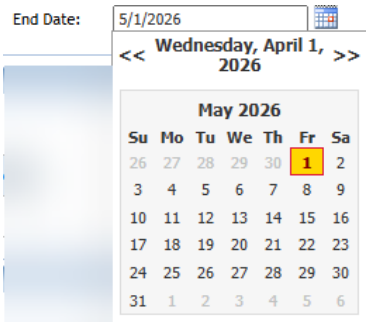
1. Select an FMLA event in the Reason Code dropdown box:




2. Enter a start date for the FMLA event:



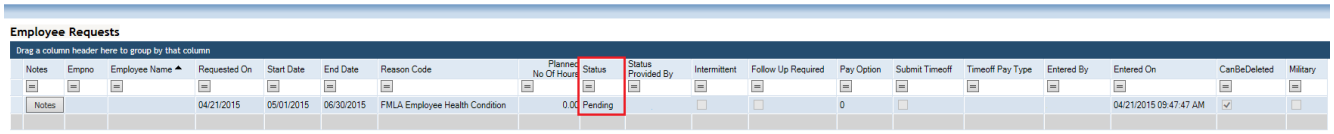

3. Enter an end ate for the FMLA event:



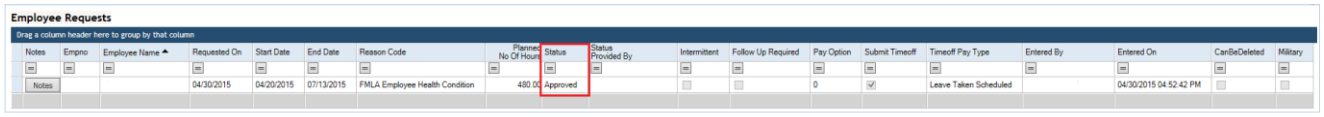
**Note:** The employee has the option to choose an intermittent FMLA event by checking the intermittent box:

4. Click the button. **NOTE:** The request cannot be processed if the data is not saved.

5. When a request has been saved, the event will appear in the **Employee Requests** section of the page. The **Status** column will show as Pending until the event is either approved or denied:




6. When the FMLA Coordinator has reviewed the returned the FMLA paperwork, a designation will be made. The designation will be reflected in the **Employee Requests** section of the page. The **Status** column will show as either Approved or Denied:




## 8.1 Messages

**FMLA Request Received:**

When an employee has requested FMLA, a web message and email will be sent to the employee as shown below:

[redacted] your FMLA request for [redacted] was received on [redacted]

Your FMLA Representatives are:

OKC Campus - Jacob Turner or Chastin Counts , Jacob-Turner@ouhsc.edu or Chastin-Counts@ouhsc.edu
Tulsa Campus - Jacob Turner or Chastin Counts , Jacob-Turner@ouhsc.edu or Chastin-Counts@ouhsc.edu

A representative will email you the required forms within 5 business days.

Blank FMLA forms and additional FMLA information may be found here.

TAL Website

In addition, a message will alert the Payroll Coordinator and Leave Coordinator that an employee has requested FMLA. The Leave Coordinator will process and send all FMLA paperwork via email, ensuring that the appropriate Payroll Coordinator is included in all correspondence.

**FMLA Paperwork Due:**

When an employee requests FMLA, they will receive an initial notification via email and regular mail containing a document that will need to be completed by a healthcare provider. Employees have 15 calendar days to return this paperwork. If paperwork has not been returned by day 10, the employee will receive the following message reminding them of the due date:

> This is a reminder that paper work for the FMLA Employee Health Condition request, submitted on 05/06/2015, needs to be processed
>
> Please complete and return the required forms by the due dates.

**Designation Made:**

When a designation has been made for an FMLA request, the employee will receive the following message:

> Designation Notice
>
> To:
> Date:
>
> Your request for has been approved on by . If you have any questions about this decision please contact your HR Representative:
>
> OKC Campus - Jacob Turner or Chastin Counts , Jacob-Turner@ouhsc.edu or Chastin-Counts@ouhsc.edu
> Tulsa Campus - Jacob Turner or Chastin Counts , Jacob-Turner@ouhsc.edu or Chastin-Counts@ouhsc.edu
>
> TAL Website

**FMLA Leave Request Submitted:**

When a continuous FMLA request has been approved, the Leave Coordinator will submit those approved leave hours. Those hours will automatically appear on an employee's timesheet. The employee will receive the following message:

| |
|---|
| Your time off request starting 04/20/2015 and ending 05/02/2015 has been set to Approved on 04/30/2015. |
| Your time off request starting 05/03/2015 and ending 05/16/2015 has been set to Approved on 04/30/2015. |
| Your time off request starting 05/17/2015 and ending 05/30/2015 has been set to Approved on 04/30/2015. |
| Your time off request starting 05/31/2015 and ending 06/13/2015 has been set to Approved on 04/30/2015. |
| Your time off request starting 06/14/2015 and ending 06/27/2015 has been set to Approved on 04/30/2015. |
| Your time off request starting 06/28/2015 and ending 07/11/2015 has been set to Approved on 04/30/2015. |

## FMLA Outside of the Approved Interval:

If an employee attempts to enter FMLA time on a timesheet that is outside of the approved interval, the employee will receive a message as seen below:

**FMLA Messages**

Doe, Jane has time charged to an FMLA Incident FMLA Employee Health Condition 12/03/2018 01/16/2019 and that time is no longer valid.The reason it is invalid is because Time Charged Outside of FMLA Timeframe.

| Time Charged Outside of FMLA Timeframe | | | |
|---|---|---|---|
| Timesheet Date | Pay Code | Duration | Source |
| 01/18/2019 | Leave Taken Scheduled | 1.75 | Open Period Timesheet |

Please review the timesheets and take the necessary action.

This error must be corrected before timesheets are finalized.

## 8.2 Viewing FMLA Leave on Timesheets

**Continuous FMLA Leave – Exempt Employee**

When an employee has been approved for continuous FMLA leave, the FMLA Leave Coordinator will submit an approved leave request for that employee. Those FMLA hours will automatically transfer to the employee's timesheet as shown below:

| Input Summary | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week 1 | | | | | | | | Week 2 | | | | | | | | |
| Hours Type | Sun 11/11 | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Week Total | Sun 11/18 | Mon 11/19 | Tue 11/20 | Wed 11/21 | Thu 11/22 | Fri 11/23 | Sat 11/24 | Week Total | Total |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Leave Taken Scheduled | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | | 8.00 | 8.00 | 8.00 | | | | 24.00 | 64.00 |
| Totals: | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 80.00 |
| Paid Summary | | | | | | | | | | | | | | | | | |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Paid Leave | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | | 8.00 | 8.00 | 8.00 | | | | 24.00 | 64.00 |

| Week 1: Adjustments → | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Hours Type<br>Reason Code | Sun 11/11 | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Total | Delete |
| Leave Taken Scheduled<br>FMLA (10/24/2018) | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | ☐ |
| <Select Hours Type> | | | | | | | | 0.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| Totals: | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | |
| Press the button to the right to delete all checked items | | | | | | | | | Delete |

The employee will need to ensure that the actual FMLA leave is correct on the timesheet. Any FMLA leave not taken should be deleted from the timesheet.

The user can delete the unnecessary hours and click the button.

**Continuous FMLA Leave - Hourly Employee:**

When an employee has been approved for continuous FMLA leave, the Leave Coordinator will submit an approved leave request for that employee. Those FMLA hours will automatically transfer to the employee's timesheet as shown below:

| Input Summary | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hours Type | Sun 11/11 | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Week Total | Sun 11/18 | Mon 11/19 | Tue 11/20 | Wed 11/21 | Thu 11/22 | Fri 11/23 | Sat 11/24 | Week Total | Total |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Leave Taken Scheduled | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | | 8.00 | 8.00 | 8.00 | | | | 24.00 | 64.00 |
| Totals: | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | 80.00 |
| Comp. Time Election | | | | | | | | | | | | | | | | | |
| Comp | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| Paid Summary | | | | | | | | | | | | | | | | | |
| Leave Without Pay FMLA | | | 7.85 | 8.00 | 8.00 | 8.00 | | 31.85 | | 8.00 | 8.00 | 8.00 | | | | 24.00 | 55.85 |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Paid Leave | | 8.00 | 0.15 | | | | | 8.15 | | | | | | | | 0.00 | 8.15 |

Please Enter Exception Hours Taken, If Any:

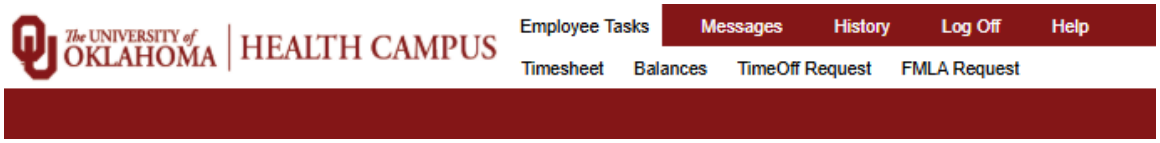
| Exception Time Tuesday 11/13/18 | | | | |
|---|---|---|---|---|
| Hours | Minutes | Hours Type Reason Code | Message | Delete |
| 08 | 00 | Leave Taken Scheduled<br>FMLA Birth/Care of a Child (11/08/2018) | | ☐ |
| | | <Select Type> | | |

The employee will need to ensure that an employee's actual FMLA leave is correct on the timesheet. Any FMLA leave not taken should be deleted from the timesheet. **The employee will need to notify their supervisor or payroll coordinator immediately to remove unnecessary FMLA for a timesheet.**

## Intermittent FMLA Leave

The following steps are used to edit an exempt employee's timesheet.

**Step 1 – Select the correct payroll period.** Click on the **Timesheet Tab** under **Employee Tasks.** Select the payroll period.




The system will display the employee's detailed timesheet:

| Input Summary | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week 1 | | | | | | | | Week 2 | | | | | | | | |
| Hours Type | Sun 11/11 | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Week Total | Sun 11/18 | Mon 11/19 | Tue 11/20 | Wed 11/21 | Thu 11/22 | Fri 11/23 | Sat 11/24 | Week Total | Total |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Leave Taken Scheduled | | | | 2.00 | | | | 2.00 | | | | | | | | 0.00 | 2.00 |
| Leave Taken Unscheduled | | | | | | | | 0.00 | | 8.00 | 8.00 | | | | | 16.00 | 16.00 |
| Totals: | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 8.00 | 8.00 | 0.00 | 8.00 | 8.00 | 0.00 | 32.00 | 34.00 |
| **Paid Summary** | | | | | | | | | | | | | | | | | |
| Leave Without Pay FMLA | | | | 2.00 | | | | 2.00 | | | | | | | | 0.00 | 2.00 |
| Holiday Pay | | | | | | | | 0.00 | | | | | 8.00 | 8.00 | | 16.00 | 16.00 |
| Leave With Out Pay | | | | | | | | 0.00 | | | 7.69 | | | | | 7.69 | 7.69 |
| Paid Leave | | | | | | | | 0.00 | | 8.00 | 0.31 | | | | | 8.31 | 8.31 |

| Week 1: Adjustments → | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Hours Type<br>Reason Code | Sun 11/11 | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Total | Delete |
| Leave Taken Scheduled<br>FMLA (08/28/2018) | | | | 2.00 | | | | 2.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| Totals: | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 2.00 | |
| Press the button to the right to delete all checked items | | | | | | | | | Delete |

**Step 3 – Make the changes:** Make the appropriate changes.
**Note:** Select **Leave Taken Scheduled** for all FMLA events. If the employee has an approved event, a dropdown box will appear allowing the appropriate event to be selected. The TAL system will cascade to paid or leave without pay based on the employees leave balance.

**Step 4 – Save the changes:** To save the changes, click on the button.

**NOTE**: Hourly employees are not able to enter FMLA intermittent leave to their timesheet and will need to notify their supervisor or payroll coordinator immediately. Salary employees can edit their own timesheets.

## 8.3 Errors/Warnings

**List of Warnings**

| Data Field | Description |
|---|---|
| 1 | FMLA Exceed Planned Hours |

**Warning 1 – FMLA Exceed Planned Hours**. This warning will appear if more hours are input into the timesheet than what was approved.

**List of Errors**

| Data Field | Definition |
|---|---|
| 2 | FMLA Exceed Yearly Hours |
| 3 | FMLA Outside of Interval |

**Error 2 – FMLA Exceed Yearly Hours**. This error will appear if the more hours are input into the timesheet than what is allotted in an FMLA year.

**Error 3 – FMLA outside of Interval**. This error will appear if hours are input into the timesheet outside of the approved FMLA time period.

## 8.4 Balances

### Viewing Employee FMLA Balances

Employees can view their own FMLA balances. Click **Balances** under **Employee Tasks**. The TAL system displays all balances (accruals) for employees by category. Only employees on approved FMLA will display an FMLA balance.

| Future Approved Leave Requests ( Calculated to 3/30/2019) | |
|---|---|
| Category | Hours Approved |
| Leave Cascading | 0.00 |

| Accrual Balances ( Calculated to 3/30/2019) | | | | |
|---|---|---|---|---|
| Category | Starting Balance | Earned | Taken | Current Balance |
| PTO | 0.00 | 643.61 | 643.61 | 0.00 |
| ESL | 0.00 | 0.00 | 0.00 | 0.00 |
| Holiday | 0.00 | 272.00 | 272.00 | 0.00 |

| FMLA ( Calculated to 3/30/2019) | | | | | |
|---|---|---|---|---|---|
| Category | FMLA Period | Starting Balance | Earned | Taken | Current |
| FMLA Employee Health Condition | 03/03/2017 - 04/19/2017 | 200.00 | 0.00 | 240.00 | -40.00 |
| FMLA Employee Health Condition | 08/28/2018 - 02/28/2019 | 230.00 | 0.00 | 18.00 | 212.00 |
| FMLA Health of Family Member | 08/01/2018 - 03/03/2019 | 112.00 | 0.00 | 45.00 | 67.00 |
| FMLA Year | 09/12/2018 - 09/11/2019 | 480.00 | 0.00 | 303.00 | 177.00 |

The FMLA balance screen will display the following rows:

**Each FMLA event –** This displays the beginning and ending dates for each approved event.

**FMLA Year –** This displays the beginning and ending dates for the FMLA year.

The FMLA balance screen will display the following columns:

**FMLA Period** – This is the time period for which the employee has an approved FMLA event/year

**Starting Balance** – This is the number of hours approved for the FMLA event/year

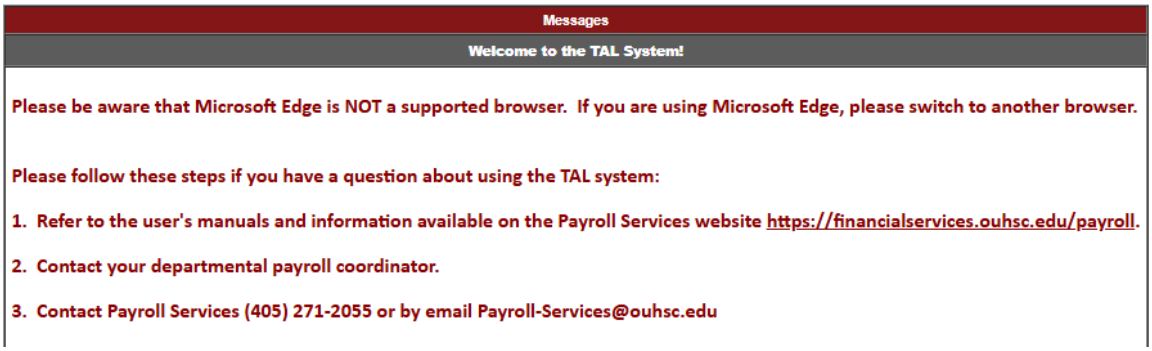
**Taken** – This is the number of hours used for FMLA event/year

**Current** – This is the number of hours remaining for the approved FMLA e vent/year

# 9 Messages and Emails

The **Messages** tab is seen on the Menu Bar. After successfully signing in, the system will open on the **Messages** tab for all salaried employees.

If the user has any messages, they will appear below the following welcome message:




**NOTE:** Be sure to read the message(s) for important information and take action, if required. Some messages will expire after a set amount of time and/or once an issue has been resolved.

Messages that appear on this screen will include:

- Potential Overtime
- FMLA request/approved/denied
- FMLA time charged outside of an incident
- Time Off Request/Time Off Request Status Change
- Messages sent by Payroll Services

Emails are generated by the TAL system and sent to users for the following:

| Action | System generates email to |
|---|---|
| Supervisor/payroll coordinator adjusts an employee's prior period timesheet | Employee |
| Employee requests leave | Employee's supervisor |
| Supervisor approves/denies leave request | Employee |
| Supervisor/payroll coordinator changes employee's completed timesheet | Employee |
| FMLA request initiated/approved/denied | Employee |
| FMLA time charged outside of event | Employee and Supervisor |
| Employee low leave balance | Employee and Supervisor |
| Reminder to review leave requests | Employee and Supervisor |

**NOTE:** Emails to the user regarding TAL notifications and updates will come from EcotimeAlert@hbscorp.com.

# 10 History

The system allows the user to review timesheets that have been sent to Payroll Services. These timesheets are from previous periods and are now in a history file.

To review a history timesheet, click on the **History** tab and then **Timesheet.** The TAL system will display a list of prior pay periods that have been moved to history. Find your prior pay period and click go. The TAL system will display your prior pay period timesheet.

**NOTE:** History timesheets are read only and no changes can be made by the employee. If changes need to be made, contact your supervisor or payroll coordinator as soon as possible.

# 11 ACA Tracking

The Affordable Care Act (ACA) requires hours of service to be tracked and reported for employees who do not qualify for full benefits. Accordingly, hours must be tracked for FLSA-exempt (salaried) employees with an FTE below .75.

**Regular ACA** hours are automatically available on the timesheets of exempt employees who are in pay-eligible positions and have an FTE below .75, except affiliate employees. The system automatically loads daily hours based on the employee's FTE recorded in the job record.

**Important:** Health Profession Educators and employees hired at 0% FTE, or with an FTE that does not accurately reflect actual work time, must add or update their hours each pay period using one of the methods below. There are several options for the employee, supervisor, or payroll coordinator to validate and/or update the hours:

**How to Validate or Update ACA Hours**

1. Use the **Duration Timesheet** to record actual hours worked.

   If actual hours differ from the hours loaded based on FTE, update Regular ACA with the total number of hours worked each day. Enter the total duration, not start and end times.

2. Optional **Safe Harbor Rule** for teaching.

Adjunct Professors and Graduate Teaching Assistants who are instructors of record may use the ACA teaching safe harbor formula when the loaded hours do not appropriately reflect work time and actual work time is not tracked.

Under the safe harbor method, credit 2.25 hours for each credit hour taught, plus additional time required for office hours, meetings, or other required work activities. Example: A 3-credit-hour class requiring 2 office hours per week is calculated as 2.25 x 3 + 2 = 8.75 hours per week. Other reasonable methods may also be used to credit hours.

3. **Graduate Assistants may leave the system-loaded hours unchanged if those hours match the employment agreement and accurately represent the work performed**.

   For example, a .5 FTE appointment loads 4 hours per day, a .7 FTE appointment loads 5.6 hours per day, and so forth.

4. **If an employee does not record hours accurately, the supervisor or payroll coordinator must enter the appropriate hours**.
   - If the employee worked on a given day but the number of hours worked is unknown, enter 8 hours for that day.
   - If the employee worked during a given week but the specific days worked are unknown, enter 40 hours for the week.
   - If an employee consistently fails to report hours, enter 40 hours for each week. This may result in the employee being treated as 1.0 FTE for full-time benefit eligibility purposes.

## Using the Duration Timesheet

The **duration timesheet** is used for exempt employees with an FTE below .75.

| Input Summary | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week 1 | | | | | | | | Week 2 | | | | | | | | |
| Hours Type | Sun 01/20 | Mon 01/21 | Tue 01/22 | Wed 01/23 | Thu 01/24 | Fri 01/25 | Sat 01/26 | Week Total | Sun 01/27 | Mon 01/28 | Tue 01/29 | Wed 01/30 | Thu 01/31 | Fri 02/01 | Sat 02/02 | Week Total | Total |
| Regular ACA | | | 8.00 | 8.00 | | | | 16.00 | | | 8.00 | 8.00 | | | | 16.00 | 32.00 |
| Totals: | 0.00 | 0.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 16.00 | 32.00 |
| **Paid Summary** | | | | | | | | | | | | | | | | | |
| Regular ACA | | | 8.00 | 8.00 | | | | 16.00 | | | 8.00 | 8.00 | | | | 16.00 | 32.00 |

| Week 1: → | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Hours Type | Sun 01/20 | Mon 01/21 | Tue 01/22 | Wed 01/23 | Thu 01/24 | Fri 01/25 | Sat 01/26 | Total | Delete |
| Regular ACA | | | 8.00 | 8.00 | | | | 16.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| Totals: | 0.00 | 0.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 16.00 | |
| Press the button to the right to delete all checked items | | | | | | | | | Delete |

The Hours Type drop-down menu lists available categories for hours worked and leave taken.

<Select Hours Type>
Regular ACA
Leave Taken Unscheduled
Admin Leave
Jury Duty
Professional Leave
Holiday Pay
Leave Taken Scheduled
Military Leave
Military Leave W/O Pay
FMLA PTO 1-5 (Manager Use)
Extended Sick Leave
Leave With Out Pay
Leave Without Pay FMLA

**Regular ACA** must be used by the employee, supervisor, or payroll coordinator to record hours worked for ACA reporting. Regular ACA hours are for ACA compliance only, do not affect pay, and do not carry forward to payroll. Other Hours Type selections represent forms of leave and should be used as defined; those entries may affect pay.

**Example:** If an employee subject to ACA tracking works 8 hours on Tuesday, select Regular ACA under Hours Type and enter 8 in the Tuesday column. Continue entering or validating hours for the remainder of the pay period.

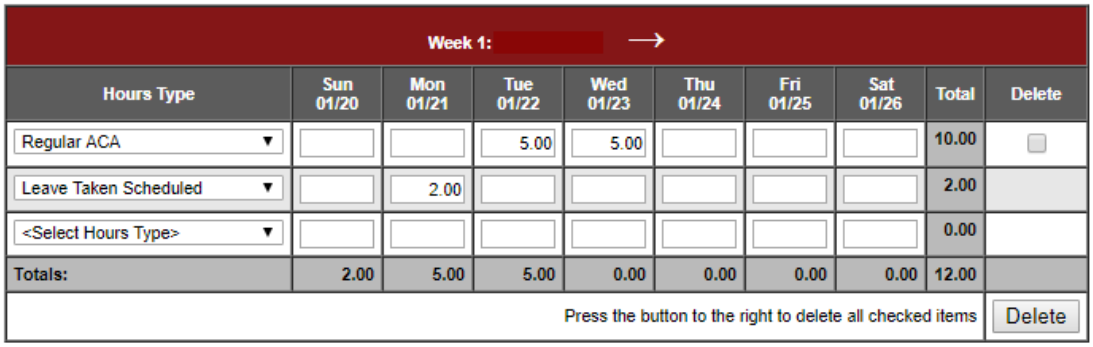
**Pay-period requirement:** The employee must complete the Duration Timesheet, and the supervisor must approve it, at the end of each pay period.

## Shift Warning:

**If the hours entered for a day do not match the daily hours expected from the employee's FTE, the system will display a warning.** No correction is needed if the hours entered are accurate. For example, the system expects a .5 FTE employee working 20 hours per week to work 4 hours per day, 5 days per week. A schedule of 10 hours per day, 2 days per week is also acceptable. The warning does not prevent payroll processing.

**Multiple Leave Types:**

Multiple types of leave may be entered in the same week by using additional rows and selecting the appropriate option under Hours Type.



| Week 1: → | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Hours Type | Sun 01/20 | Mon 01/21 | Tue 01/22 | Wed 01/23 | Thu 01/24 | Fri 01/25 | Sat 01/26 | Total | Delete |
| Regular ACA | | | 5.00 | 5.00 | | | | 10.00 | |
| Leave Taken Scheduled | | 2.00 | | | | | | 2.00 | |
| <Select Hours Type> | | | | | | | | 0.00 | |
| Totals: | 2.00 | 5.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | |
| | | | | | | | | Press the button to the right to delete all checked items | Delete |

**Part Time Exempt Employees and LWOP**

If a part-time exempt employee only works part of their scheduled hours for a day and has no available leave, they cannot use **leave without pay (LWOP)** hours for the hours not worked. However, if the employee does not work any hours of a scheduled work day, then **LWOP** may be used on the timesheet. The amount of **LWOP** entered should match the number of hours the employee was scheduled to work.

# 12 Contact Information

| Issue/Question | Who to Contact | Phone/Email Address |
|---|---|---|
| FMLA Issues/Questions | Human Resources | (405) 271-2180 or HRLeaveAdmin@ou.edu |
| TAL Issues/Questions | Payroll Services | (405) 271-2055 or Payroll-Services@ouhsc.edu |
| Wall Clock Issues/Repairs | IT Service Desk | (405) 271-2203 or servicedesk@ouhsc.edu |
| Wall Clock Orders | IT Service Desk | (405) 271-2203 or servicedesk@ouhsc.edu |